

Submitting Your Registration-Health Care Providers and Vendors

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Registration

Registration is the first step of the process to becoming a new WorkplaceNL supplier. To register as a new health care provider or supplier contact us purchasing@workplacenl.ca or 1.800.563.9000.

If you have more than one company with the same bank account, please do not continue. Contact us at purchasing@workplacenl.ca to assist you with registration.

Company Details

Begin by entering your company details.

Company: Enter Company name.

Tax Organization Type: Choose **Corporation** from the drop-down menu.

Corporate Web Site: This information is not required.

Attachments: You must attach a void cheque to receive payment by direct deposit.

Select the plus **+** icon to attach a void cheque.

Additional Information: Employer/Firm No., Vendor No. and MCP Provider No. This information is not required however it can be entered if available.

Your Contact Information: Enter **First Name, Last Name and Email.**

Click **Next** to continue.

The screenshot shows the 'Register Supplier: Company Details' page on the WorkplaceNL website. The page has a dark header with the WorkplaceNL logo and navigation icons. A progress bar at the top indicates five steps: 1. Company Details (active), 2. Contacts, 3. Addresses, 4. Bank Accounts, and 5. Review. Below the header, there are several input fields and buttons. The 'Company' field is highlighted with a yellow box. The 'Tax Organization Type' dropdown menu is also highlighted. The 'Corporate Web Site' field is empty. Below this, there is a section for attachments with a plus icon and the text 'Attach a void cheque or confirmation of banking Information None +'. The 'Additional Information' section includes fields for 'WorkplaceNL Assessments Employer/Firm No.', 'WorkplaceNL Vendor No.', and 'Doctor MCP No.'. The 'Your Contact Information' section includes fields for 'First Name', 'Last Name', 'Email', and 'Confirm Email'. The 'Next' button is highlighted with a yellow box. The 'Back', 'Save for Later', 'Register', and 'Cancel' buttons are also visible.

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1 — 2 — 3 — 4 — 5
Company Details Contacts Addresses Bank Accounts Review

Register Supplier: Company Details ?

Back Next Save for Later Register Cancel

* Company

* Tax Organization Type

Corporate Web Site

Attach a void cheque or confirmation of banking Information None +

Note to Approver

Additional Information

WorkplaceNL Assessments Employer/Firm No.

WorkplaceNL Vendor No.

Doctor MCP No.

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

Contacts

An administrative contact is created based on the information entered on the previous page. Click **Edit** to add a phone number for this contact.

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Company Details 2 Contacts 3 Addresses 4 Bank Accounts 5 Review

Register Supplier: Contacts ?

Enter at least one contact.

Back Next Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Doe, Jane		test@test.ca	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Columns Hidden 7

To add a phone number, add “1” in the first field, then tab through the remaining fields. **Administrative Contact** must remain selected. Click **OK**.

Edit Contact: Jane Murphy

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

OK Cancel

To add additional users, click **Create**. This step can also be completed at a later time.

Click **Next** to continue to the next section.

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Company Details 2 Contacts 3 Addresses 4 Bank Accounts 5 Review

Register Supplier: Contacts ?

Enter at least one contact.

Back Next Save for Later Register Cancel

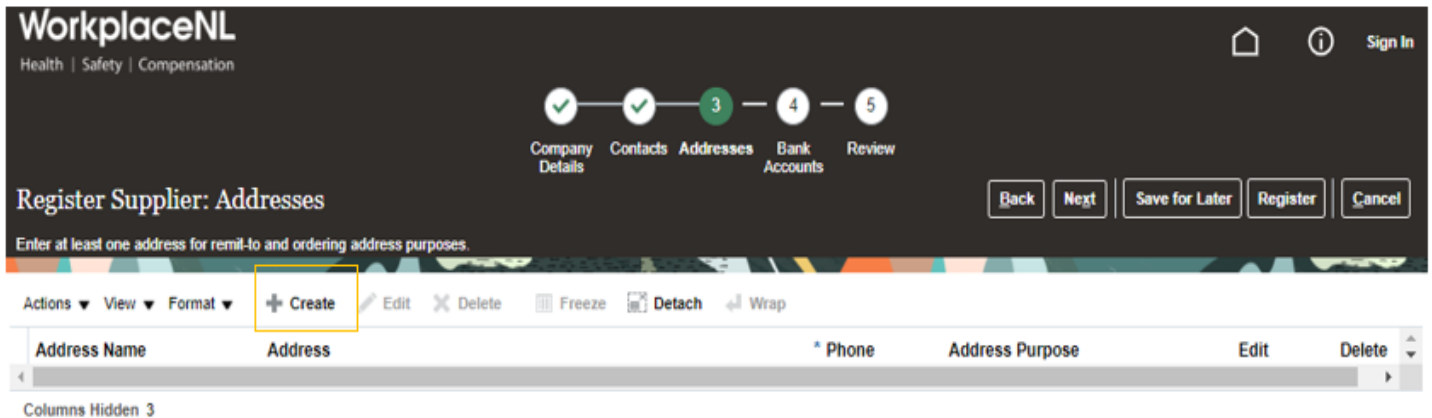
Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Jane, Smith		wpnljntesting@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Columns Hidden 7

Addresses

Click **Create** to add an address for the company.



Do not use auto-fill to enter address details

Address Name: Enter **"MAIN"**. Use all capital letters.

Country: The default is Canada; a different country can be selected from the drop-down menu.

Address Line 1: Enter street number and name.

City: Enter your city/town. An address search window may pop-up with address suggestions. Select your city listing with the province abbreviated (NL, not Newfoundland).

Province: Select province from the drop-down menu if it is not auto-filled.

Postal Code: We recommend searching for your postal code. Select **Search** at the bottom of the drop-down menu, enter your postal code (space required), then **Search**. Select the correct listing from list presented and click **OK**.

Address Purpose: Select the **Ordering** and **Remit to** boxes.

Phone: Phone number is required for future processing.

The **Address Contacts** section will link the address to the contact(s) added in the previous step. Click **Actions**, then **Select and Add**.

The screenshot shows the 'Create Address' form. The 'Address Name' is 'MAIN', 'Country' is 'Canada', 'Address Line 1' is '16 Test St.', 'City' is 'Toronto', 'Province' is 'Ontario', and 'Postal Code' is 'M1B 0A9'. The 'Address Purpose' section has 'Ordering' and 'Remit to' checked, and 'RFQ or Bidding' unchecked. The 'Phone' field is '1 709 1111111' and the 'Fax' field is '1'. The 'Address Contacts' section is highlighted with a yellow box. It contains a table with columns 'Job Title', 'Email', 'Administrative Contact', and 'User Account'. A 'Select and Add' button is highlighted in the table's toolbar. Below the table, it says 'Columns Hidden: 4'. At the bottom right, there are 'Create Another', 'OK', and 'Cancel' buttons.

Highlight the contact by clicking it. Click **Apply**, then **OK**.

The screenshot shows the 'Select and Add: Contacts' dialog box. It has a search bar with 'Name' and 'Job Title' fields. The 'Name' field is empty, and the 'Job Title' field is empty. There are 'Search' and 'Reset' buttons. Below the search bar, there are 'View', 'Format', and 'Wrap' options. A table with columns 'Name', 'Job Title', 'Email', and 'Phone' is shown. The first row is highlighted in blue and contains 'Doe, Jane', an empty 'Job Title' field, 'test@test.ca', and '+1 (709) 111-1111'. Below the table, it says 'Rows Selected 1' and 'Columns Hidden 1'. At the bottom right, there are 'Apply', 'OK', and 'Cancel' buttons. The 'Apply' button is highlighted with a yellow box.

You are returned to the **Create Address** screen to confirm the selected individual has been associated with the address. Click **OK**.

Create Address

* Address Name: MAIN

* Country: Canada

* Address Line 1: 16 Test St.

Address Line 2:

Address Line 3:

* City: Toronto

* Province: Ontario

Postal Code: M1B 0A9

* Address Purpose: Ordering
 Remit to
 RFQ or Bidding

Phone: 1 709 1111111

Fax: 1

Email:

Address Contacts
Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
Doe, Jane		test@test.ca	✓	✓

Columns Hidden 4

Create Another **OK** Cancel

Select **Next** to continue to the next section.

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Company Details Contacts **Addresses** Bank Accounts Review

Register Supplier: Addresses

Enter at least one address for remit-to and ordering address purposes.

Back **Next** Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

Address Name	Address	* Phone	Address Purpose	Edit	Delete
MAIN	16 Test St.,TORONTO ONTARIO M1B 0A9	+1 (709) 111-1111	Ordering; Remit to	✎	✕

Columns Hidden 3

Bank Accounts

Select **Create** to add banking information.

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Company Details Contacts Addresses Bank Accounts Review

Register Supplier: Bank Accounts

Back Next Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	* Bank	* Branch	Edit	Delete
Columns Hidden 7						

If you did not attach a void cheque in the Company Details section, use the **Back** button (do not use the back arrow in your browser) to navigate back to the **Company Details** screen to add a void cheque as an attachment.

Reminder: if you have more than one company with the same bank account, do not continue. Contact us at purchasing@workplacenl.ca to assist you with registration.

Country: Select country from the drop-down menu.

Bank: Select bank from the drop-down menu.

Branch: Select branch (transit number) from the drop-down menu.

Account Number: Enter account number, it must be between 7 and 14 digits.

No other information is required. Select **OK**.

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country Canada IBAN

* Bank Bank of Canada Currency

* Branch 00006

* Account Number 121212121

Additional Information

Account Name Agency Location Code

Alternate Account Name Account Type

Account Suffix Description

Check Digits

Comments

Note to Approver

Create Another OK Cancel

Select **Next** to continue to the next section.

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Company Details Contacts Addresses Bank Accounts Review

Register Supplier: Bank Accounts ?

Back Next Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	* Bank	* Branch	Edit	Delete
XXXXX2121			Bank of Canada	00006		

Columns Hidden 7

Review

Review your information to ensure it is accurate and complete. To edit information in a previous section, use the **Back** button to navigate to the previous screen. Reminder: do not use the back arrow in your browser.

Click **Save for Later** if the application requires additional review or is incomplete to receive an email with a link to return to your incomplete application. If the email is not received, we suggest checking your spam or junk folders. You can also contact us at purchasing@workplacnl.ca for assistance.

Once complete, click **Register** to submit the request to WorkplaceNL for review and approval.

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Company Details Contacts Addresses Bank Accounts Review

Review Supplier Registration: Testing Ltd. ?

Back Next Save for Later Register Cancel

Company Details

Company Testing Ltd.
Tax Organization Type Corporation
Corporate Web Site

Note to Approver

Additional Information

WorkplaceNL Assessments
Employer/Firm No.
WorkplaceNL Vendor No.

Doctor MCP No.

Attachments

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
File	From Supplier	Supplier Testing.docx	Supplier Testing.docx		anonymous	10/20/2023 13:28

Next Steps

You will receive two emails once your application has been reviewed. The first email will advise your supplier registration was approved and no action is needed. The second email will advise when your account is ready to activate. Simply follow the instructions outlined in the email to finalize your setup.

When finalizing your account setup, refer to the Finalizing Your Registration Reference Guide for assistance.